

POSITION DESCRIPTION – CONSULAR ASSISTANT, LAGOS

13. BASIC FUNCTION OF POSITION

The incumbent will collect biometric data on visa applicants and assist in responding to public and Congressional inquiries about Non-immigrant (NIV) visas. Other duties of this position include assisting with NIV validation studies and the management of the Student Visa Renewal Program.

14. MAJOR DUTIES AND RESPONSIBILITIES

Fingerprint NIV and IV applicants, fingerprints applicants subject to NIC111 hits in CLASS.

Responds to public and congressional inquiries pertaining to NIVs and IVs, as required; report case-specific development and general trends.

Assist in NIV validation studies.

Assist the NIV Unit Chief in managing the Student Visa Renewal Programs, and other programs as needed.

Serve as the morning opening officer, per rotation schedule.